

# **6 FAM 140**

## **ALLOWABLE TRAVEL AND MISCELLANEOUS EXPENSES**

*(TL:GS-72; 08-20-2001)*

### **6 FAM 141 POLICY AND SCOPE**

#### **6 FAM 141.1 Policy**

##### **6 FAM 141.1-1 Expenses Payable as Transportation**

*(TL:GS-63; 10-13-2000)*

*(Uniform State/USAID/Commerce/Agriculture)*

Transportation expenses which the U.S. Government may pay either directly or through reimbursement include:

- (1) Fares, rental fees, mileage payments, and any expenses incident to transportation such as baggage transfer;
- (2) Official telegraph, telephone, radio, and telegram messages in connection with items classified as transportation;
- (3) Steamer chairs, steamer cushions, and steamer rugs at customary rates actually charged;
- (4) Staterooms on steamers; and
- (5) Other expenses as set forth below.

##### **6 FAM 141.1-2 Class of Service Authorized**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

It is the general policy of the U.S. Government that less-than-premium-class accommodations shall be used for all modes of passenger transportation. The policies in 6 FAM 147 govern the use of common carrier accommodations and apply to travel while on official U.S. Government business.

## **6 FAM 141.1-3 Exercising Care in Incurring Expenses**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

An employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this standard. Employees will be responsible for excess costs and any additional expenses incurred for personal preference or convenience.

## **6 FAM 141.2 Applicability**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

See 6 FAM 111.2.

## **6 FAM 141.3 Authorities**

*(TL:GS-63; 10-13-2000)*

*(Uniform State/USAID/Commerce/Agriculture)*

In addition to the authorities listed in 6 FAM 111.4, 6 FAM 140 refers to the following authorities:

(1) State Department Delegation of Authority No. 198, dated September 16, 1992, delegates the Secretary of State's travel authority to the Under Secretary for Management; and

(2) Section 901(14) of Pub. L. 96-465 of October 17, 1980 provides for a domestic relocation allowance.

## 6 FAM 142 EXPENSES ALLOWABLE

*(TL:GS-72; 08-20-2001)*

*(Uniform State/USAID/Commerce/Agriculture)*

a. The following travel expenses, when actually incurred and necessary, are authorized and may be paid separately from per diem expenses:

(1) Travel on railroads, aircraft, vessels, buses, streetcars, taxicabs, and other usual means of conveyance;

(2) Transfer, storage, and checking of baggage necessary for the purpose of the official travel;

(3) Official telephone, radio, and telegraph messages (for restrictions see 6 FAM 143.1, item (4));

(4) Steamer chairs, cushions, and rugs;

(5) Commissions for conversion of currency;

(6) Fees for travelers checks;

(7) Fees in connection with the issuance of passports and visas, and other legally required costs;

(8) Photographs for passports and visas;

(9) Certificates of birth, health, and affidavits;

(10) Inoculations which cannot be obtained without cost through a Federal dispensary;

(11) Necessary public stenographic or typewriting services or rental of typewriters in connection with preparation of reports or correspondence, clerical assistance, services of guides, interpreters, packers, drivers of vehicles, and storage of property used on official business;

(12) Hire of room for official use when necessary to transact official business;

(13) Shipments by express or freight of U.S. Government property not classed as baggage and not admissible to the mail (normally made on U.S. Government bills-of-lading (GBLs) where feasible);

(14) Packing and necessary preparation for shipment, cost of unboxing at destination, and necessary cartage of unaccompanied baggage or personal effects, or baggage accompanying traveler;

(15) Hire of a boat, automobile, taxicab (other than for use under 6 FAM 142, paragraph a(17), below), aircraft, or other conveyance when authorized or approved as advantageous to the U.S. Government and when employee is engaged in official business within or outside employee's post of duty;

(16) Transportation by bus, subway, or streetcar between places of business, and between place of lodging and place of business at a temporary duty station; and

(17) Reimbursement for usual taxicab and airport limousine fares, when applicable, plus tip, from common carrier or other terminal to either the employee's home or place of business, from the employee's home or place of business to common carrier terminal, or between airport and airport limousine terminal. When common carrier transportation service is available for all or part of the distance involved, such as limousine or bus facilities between cities and airport terminals, such service should be used to the maximum extent practicable.

b. When suitable common carrier transportation is available but the traveler elects to use a taxicab, an explanation of the circumstances should be furnished on the travel voucher. Taxicab reimbursement in excess of \$75.00 plus tip must be supported by a receipt along with a statement justifying the use of such conveyance.

c. Reimbursement may also be authorized or approved for the usual taxicab fares, plus tip, as follows:

(1) From the employee's home to office on the day of departure from the office on an official trip requiring at least one night's lodging; and

(2) From office to home on the day of return to the office from such a trip.

d. The amount of the tip, which is allowable under this section, is 15 cents when the fare is \$1.00 or less or 15 percent of the reimbursable fare when it exceeds \$1.00.

e. In lieu of the use of a taxicab as provided above, payment on a mileage basis at the approved GSA rate, *currently 34.5 cents a mile*, is allowed for the round-trip mileage of a privately-owned automobile used in going from either home or place of business to a terminal, from a terminal to either employee's home or place of business, from home to office, or from office to home, provided that the amount of reimbursement for round-trip mileage does not in either instance exceed the taxicab fare including tip allowable for a one-way trip between the applicable points.

f. Daily travel to procure meals or lodging at the nearest available place when such cannot be procured at a temporary duty station.

g. Charges for transfer, storage, checking, and porters' fees and tips for handling U.S. Government property carried by the traveler.

## **6 FAM 143 EXPENSES NOT ALLOWABLE**

### **6 FAM 143.1 Items Included in Per Diem**

*(TL:GS-63; 10-13-2000)*

*(Uniform State/USAID/Commerce/Agriculture)*

The following items are included in the per diem allowance and may not be paid separately:

(1) Charges for meals and lodging (when lodging and meals are provided by common carriers and are included in the fare, they are considered as transportation expenses rather than subsistence and are, therefore, allowable expenses);

(2) Personal use of room and bath during daytime (this portion is paid from the lodging portion of per diem);

(3) Fees and tips to waiters, porters, baggage handlers, bellhops, hotel servants, dining room stewards, and similar employees;

(4) Telegrams and telephone calls reserving hotel accommodations, requesting leave, inquiring as to status of salary, expense vouchers, advance of funds, and reply thereto, or any other matter of personal nature;

(5) Laundry, dry-cleaning, and pressing;

(6) Fans, air conditioning, heating, radios, or televisions in rooms; and

(7) Transportation between place of lodging or business and places where meals are taken, except as specified in 6 FAM 142, paragraph f.

## **6 FAM 143.2 Personal and Other Expenses**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

- a. Costs of a personal nature are not reimbursable.
- b. U.S. Government employees shall not be reimbursed for costs associated with any payments or gratuities given them.

## **6 FAM 144 SPECIAL TICKETS**

### **6 FAM 144.1 Official Travel Use**

*(TL:GS-63; 10-13-2000)*

*(Uniform State/USAID/Commerce/Agriculture)*

Through fares, special fares, commutation fares, and excursion- and reduced-rate round-trip fares should be used for official travel when it can be determined prior to the start of a trip that use of any of these is practical and economical to the U.S. Government. Round-trip tickets should be secured only when, on the basis of the journey as planned, it is known or can be reasonably anticipated that such tickets will be utilized (see 6 FAM 128.3 for details of contract city pair fares).

### **6 FAM 144.2 Restrictions on Promotional Fares and Bonus Coupons**

*(TL:GS-63; 10-13-2000)*

*(Uniform State/USAID/Commerce/Agriculture)*

- a. U.S. Government-funded travelers may not retain any half-fare coupons, bonus points, or similar items of value received from a commercial air carrier on the basis of the purchase of an airline ticket to be used for official travel. All employees are obligated to account for these as well as any other gifts, gratuities, or other benefits received from a private source incident to the performance of official duty.
- b. All rights to bonus flights, reduced fare coupons, or other similar gratuities obtained as a result of performing official travel accrue to the U.S. Government and not to the individual performing the travel. This applies as to whether or not the U.S. Government can use the benefit. No individual may use such gratuities for his or her personal benefit or for the benefit of a spouse or family member in the course of personal travel.

c. Free upgrades of services to business-class, and check-cashing privileges, which may be offered by a promotional program sponsored by an airline, may be accepted and used for official travel. Membership fees paid to join such programs may be reimbursed if it can be demonstrated that the U.S. Government has received a benefit solely as the result of the employee's participation in the program.

d. Any gratuities, promotional fares, bonus coupons, or similar items of value received by the traveler must be relinquished to the administrative officer at post or, in the United States, to the Chief of the Travel and Transportation Divisions at State, Commerce, and Agriculture; or for USAID, to the executive officer at post, or the respective bureau management office in Washington, D.C.

e. Each traveler has the responsibility to relinquish any gratuities, promotional fares, bonus coupons, or similar items of value received by the traveler to the office or bureau which authorized or funded the travel; e.g., parent bureau, OIC (Office of International Conferences), or PA (Bureau of Public Affairs).

f. The Department has the responsibility to use, to the maximum extent possible, the employee's accumulated bonus mileage credits. This includes the authority to approve those mileage credits for upgrades to premium-class other than first-class accommodations (see 6 FAM 121.2-1).

## **6 FAM 145 CANCELED RESERVATIONS**

### **6 FAM 145.1 Service/Cancellation Fees**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

When a reservation for accommodations on a train, vessel, or plane is canceled because of unavoidable delay or official necessity, the cost of the service fee charged by the carrier is allowed. Fees paid for cancellations of reservations for personal reasons or personal delays in notifying the carrier are not reimbursable.

### **6 FAM 145.2 Liquidated Damage Payments to Traveler**

*(TL:GS-63; 10-13-2000)*

*(Uniform State/USAID/Commerce/Agriculture)*

a. When carrier tariffs require liquidated damage payments to travelers for the carrier's failure to provide confirmed reserved space, such payments by the liable carrier are to be by check made payable to the "Treasurer of the United States." In no case is the traveler permitted to accept from the carrier a check showing the traveler as payee.

b. The traveler is to acknowledge receipt of the check and submit a copy of the acknowledgment and the check with travel voucher. Payment of denied boarding compensation to the Treasurer of the United States is a U.S. Government requirement and is no reflection on the carrier (see 4 FAM).

## **6 FAM 146 TRAVEL BY PRIVATELY-OWNED VEHICLE OR PRIVATELY-OWNED CONVEYANCE**

### **6 FAM 146.1 Policy**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

a. In determining whether the use of a privately-owned vehicle is advantageous to the U.S. Government, consider:

(1) The feasibility of using common carrier transportation or U.S. Government-owned conveyances based on availability, suitability of schedules, and other applicable requirements;

(2) The advantages resulting from the more expeditious transactions of the public business, economy, and employee performance effectiveness; and

(3) Any other advantages and/or disadvantages to the U.S. Government in the particular case.

b. The authority to travel by privately-owned vehicle (POV) contained in this section is applicable to the employee and/or other family member(s) authorized to travel. The vehicle to be used must be the property of the employee or family member prior to the initiation of travel and must be driven or shipped to the ultimate destination stipulated in the travel orders. Only such vehicles as are eligible for shipment at U.S. Government expense are authorized to be driven on a mileage per diem basis under this provision.

c. Any reimbursement for travel by POV, under the mileage (see 6 FAM 146.2-1) per diem basis authorized by this section is limited to the actual mileage between authorized points on a direct route plus related per diem, not to exceed 10 days.



## **6 FAM 146.2 Use Advantageous to the U.S. Government**

### **6 FAM 146.2-1 General**

*(TL:GS-72; 08-20-2001)*

*(Uniform State/USAID/Commerce/Agriculture)*

a. When the authorized travel from origin to destination (combined with TDY, consultation and/or home leave, as applicable) can be performed entirely using a privately-owned vehicle (POV), such use may be authorized.

b. Travel by POV to separation address in the United States, when not otherwise covered under 6 FAM 146.1, is hereby authorized from the port of discharge of the vehicle to the separation address via consultation point (as applicable). In accordance with 6 FAM 168.4, however, this authorization does not apply to vehicles acquired en route to a separation point.

c. When an employee's vehicle is authorized emergency storage in accordance with 6 FAM 175, an authorizing officer may determine that it is advantageous for the vehicle to be driven all or part of the distance to the designated storage point.

d. An employee who acquires a vehicle at a point on a direct route to the post of assignment abroad, and who has not previously shipped a vehicle under the provisions of the authorizing travel orders, may drive the POV to the destination. The point of acquisition is considered the point of origin. In no case may the cost of driving the vehicle from where it is actually acquired exceed the cost to the U.S. Government had the vehicle been shipped from the point of origin specified in the travel authorization to the authorized destination.

e. Travel by a POV is considered advantageous to the U.S. Government when the authorized or actual point of origin and destination are connected by a hard-surfaced, all-weather highway or by vehicular ferry, or both (see 6 FAM 165.1).

f. When use of a rental vehicle in the United States is authorized, reimbursement for rental fees and actual expenses for gas and tolls is authorized. Use U.S. Government-contracted rental vehicle services whenever possible. Collision damage waiver (CDW) is included in the contract amount, and should not be accepted at extra cost. When renting from companies not on the U.S. Government contracting list, travelers will not be reimbursed for CDW. However, payments for damages to a rental car company or reimbursement to the employee, up to the deductible amount contained in the rental contract, are authorized, providing the employee was acting within the scope of his or her employment at the time of the incident.

g. When use of a rental vehicle abroad is authorized, reimbursement may include rental fees, including value added tax (VAT), and actual expenses for gas and tolls. U.S. Government-contracted rental vehicle services should be used whenever possible. The contract rate includes collision damage waiver (CDW), VAT, and unlimited mileage. When renting from companies not on the U.S. Government contracting list, CDW, VAT, and unlimited mileage will not usually be included. CDW is a reimbursable expense abroad. In addition, payments for damages to a rental car company or reimbursement to the employee are authorized up to the deductible amount contained in the rental contract, providing the employee was acting within the scope of their employment at the time of the incident.

## **6 FAM 146.2-2 Mileage Reimbursement**

(TL:GS-72; 08-20-2001)

(Uniform State/USAID/Commerce/Agriculture)

Mileage reimbursement rates set by GSA are currently:

- (1) Motorcycles and motor scooters, *27.5 cents per mile*;
- (2) Automobiles (including trucks, vans, etc.), *34.5 cents per mile*; and
- (3) Airplanes, *96.6 cents per mile*.

## **6 FAM 146.3 POV Use for Personal Convenience**

### **6 FAM 146.3-1 General**

(TL:GS-63; 10-13-2000)

(Uniform State/USAID/Commerce/Agriculture)

When no determination of advantage to the U.S. Government is made (see 6 FAM 146.2) the employee may elect to use a privately-owned vehicle for personal convenience. Any reimbursement for expenses for travel will be the lesser of:

- (1) Mileage at the rates provided in 6 FAM 146.2-2, plus related per diem and other expenses; or
- (2) For the portion of the route connected by air service, reimbursement may not exceed the constructive cost of the authorized U.S. Government fare on a direct route, plus related per diem and other expenses. For any portion of the route not connected by air service, reimbursement may not exceed the constructive cost of first-class accommodations on a surface common carrier.

## **6 FAM 146.3-2 Use of Rental Vehicle**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

When the employee elects to use a rented vehicle for personal convenience and use of the rental vehicle has not been specifically authorized, reimbursement for travel expenses will be the lesser of:

(1) Rental car fees, (exclusive of CDW), related per diem on a direct route at 300 miles per day, plus actual expenses for gas and tolls; or

(2) The constructive cost of the U.S. Government airfare on a direct route, plus per diem and other expenses. For any portion of the journey not connected by air service, reimbursement may not exceed the constructive cost of less than premium-class accommodations on a surface common carrier.

## **6 FAM 146.4 Computing Expenses**

### **6 FAM 146.4-1 Distances**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

When travel is performed by a privately-owned motor vehicle, distances are to be determined by use of standard highway mileage guides. Travelers must explain any substantial deviation from distances shown in the standard highway mileage. When travel is performed by privately-owned airplanes, distances are to be determined from airways charts issued by the National Oceanic and Atmospheric Administration, Department of Commerce. If a detour is necessary on account of adverse weather, mechanical difficulty, or other unusual conditions, the additional highway or charted air mileage may be included but must be explained.

### **6 FAM 146.4-2 Allowable Travel Time**

*(TL:GS-63; 10-13-2000)*

*(Uniform State/USAID/Commerce/Agriculture)*

Allowable time for travel by privately-owned conveyance is limited to that which is reasonably required. Variations in driving conditions do not permit the establishment of daily mileage requirements. However, in the United States, 483 kms or 300 miles per day is considered the normal driving distance. Where road, climatic, and other factors beyond the control of the traveler cause interruptions and deviations resulting in travel time in excess of that normally required, the traveler will include a full explanation on the travel voucher. The traveler must also explain any unusual

circumstances which influence the elapsed time for travel by privately-owned aircraft.

### **6 FAM 146.4-3 Shared Expenses**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

When two or more employees travel together in the same conveyance, payment of mileage expenses is made to only one of them.

## **6 FAM 147 ACCOMMODATIONS**

### **6 FAM 147.1 Accommodations on Trains and Vessels**

*(TL:GS-63; 10-13-2000)*

*(Uniform State/USAID/Commerce/Agriculture)*

a. U.S. Government employees who travel by train or vessel (steamer) shall use coach-class accommodations or the lowest class of steamer accommodations. When adequate, reserved coach accommodations (trains) or the lowest class accommodations (steamers) are available, officials authorizing travel shall require that those accommodations be used to the maximum extent possible. For overnight train travel, employees shall use slumber coach sleeping accommodations or the lowest level of economy sleeping accommodations available. First-class train or steamer accommodations may be used only as permitted in 6 FAM 147.1-2.

b. In developing countries, the lowest class of train service available locally may be considered by posts to be unacceptable by U.S. standards and not comparable to what would be considered as a reasonable basic class of accommodation as defined in 6 FAM 111.3. For example, train service described as first-class at some posts may, in reality, only equate to the coach-class definition in the United States. Accordingly, posts may establish a policy re-defining the acceptable level of local train accommodations which would meet each definition and document this in a written policy for travelers, inspectors, and GAO auditors.

c. The use of first-class on other water-borne vessels such as ferries, river or lake vessels, and all other vessels is similarly included in this section.

## **6 FAM 147.1-1 Authorization for the Use of First-Class Train or Steamer Accommodations**

*(TL:GS-63; 10-13-2000)*  
*(Uniform State/USAID/Commerce/Agriculture)*

a. **Authorization or approval.** Heads of agencies may authorize or approve the use of first-class train or steamer accommodations under criteria specified in 6 FAM 147.1-2. The Under Secretary for Management's authorization or approval of first-class train or steamer travel has been further re-delegated to the executive directors of the bureaus funding the travel. For ease of administration abroad, and as a further re-delegation of authority from the Department and other foreign affairs agencies in Washington, D.C., the ambassador or embassy administrative counselor or officer may approve first-class train or steamer travel for personnel assigned to post or TDY personnel passing through the post or country on official business.

b. **Established, uniform, mission-wide post policy.** Normally, first-class train or steamer travel will be approved at post on a case-by-case basis with a determination as to whether any criteria listed in 6 FAM 147.1-2 have been met. However, the post's administrative counselor or officer, in consultation with the ambassador and post agency heads, may establish a uniform, mission-wide first-class train and steamer travel policy consistent with these regulations. The post's first-class train or steamer policy may establish those routes that will automatically allow first-class, or other premium-class, train or steamer travel and specifically identify the criteria listed in 6 FAM 147.1-2 under which the higher class of accommodation is authorized. The embassy's administrative section should review the post policy annually to determine if circumstances warrant a change in the use of certain classes of train or steamer travel. The post policy must be in keeping with the basic policy that all travelers shall travel coach-class or the lowest class available, unless the criteria for using a higher class of travel are met.

c. **Requirements.** First-class travel under established post policy that has been properly documented does not require advance authorization, though it should be clearly authorized in the traveler's orders. However, authorization for the use of first-class train or steamer accommodations on a case-by-case basis not covered within an established post policy, shall be made in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the employee shall obtain written approval from the agency head, or his or her designee, at the earliest possible time. In the absence of specific authorization or approval, the employee shall be responsible for all additional costs resulting from unauthorized use of higher class train accommodations. The additional costs shall be the difference between the higher-class accommodations used and the authorized coach-class or equivalent accommodations.

## 6 FAM 147.1-2 Use of First-Class Accommodations

(TL:GS-72; 08-20-2001)

(Uniform State/USAID/Commerce/Agriculture)

The use of a higher class of accommodation may not be authorized strictly on the basis of position or rank. When first-class accommodations are authorized under the following circumstances, only the next higher available accommodations satisfying the needs may be used, i.e., business-class accommodations should be utilized before going to deluxe accommodations. Circumstances justifying the use of first-class train or steamer accommodations are limited to those listed below. (Note that 6 FAM 147.1-2, *subparagraph* (4) below applies only to trains.)

**(1) No reasonably available coach-class train or lowest-class steamer accommodations:**

(a) Trains. The use of first-class train accommodations may be authorized or approved when no coach-class train accommodations are reasonably available. For the purpose of this paragraph, "reasonably available" means coach-class train accommodations that are scheduled to leave within 24 hours of the employee's proposed departure time, or scheduled to arrive within 24 hours of the employee's proposed arrival time. In the case of a direct route that requires overnight travel, "reasonably available" shall be based on the availability of slumber coach, or lowest economy, sleeping accommodations. "Reasonably available" does not include any accommodation with a scheduled arrival time that is later than the employee's required reporting time at the duty site, or with a scheduled departure time that is earlier than the time the employee is scheduled to complete duty;

(b) When it is determined by the traveler that coach seats are unavailable for reservation for the day that he or she must travel to arrive at a destination in time to conduct official business, the traveler may proceed to obtain a reserved seat in the next higher class where a reserved seat is available. This is only permissible when the traveler has made a good faith effort to obtain a reservation in coach-class at the earliest practicable time, i.e., the employee cannot unreasonably delay or postpone making his or her reservations and travel plans so that he or she can travel premium-class;

(c) Steamers. The use of first-class steamer accommodations may be authorized or approved only when lowest-class steamer accommodations are not available on the vessel;

**(2) Travel on trains or steamers by an employee with a disability.**

The use of first-class train or steamer accommodations may be authorized or approved when necessary to accommodate an employee's disability or other physical impairment, and the employee's condition and need for first-class train or steamer accommodations are substantiated in writing by M/DGP/MED or the regional medical officer or other competent medical authority. The use of first-class accommodations may also be authorized for an attendant, when the employee is authorized use of first-class train accommodations and M/DGP/MED, or the regional medical officer or other competent medical authority certifies that the employee's disability or other physical impairment requires the services of an attendant en route;

**(3) Security reasons aboard trains or steamers.** The use of first-class train or steamer accommodations may be authorized or approved when exceptional security circumstances require such travel. Exceptional security circumstances include, but are not limited to:

(a) Travel by an employee whose use of coach train or lowest-class steamer accommodations would endanger the employee's life or U.S. Government property;

(b) Travel by agents who are in charge of protective details and are accompanying individuals authorized to use first-class accommodations; or

(c) Travel by couriers or control officers accompanying controlled pouches or packages and the lowest class accommodations are unable to fulfill the mission.

**(4) Inadequate foreign coach-class train accommodations** (foreign trains only). The use of first-class train accommodations may be authorized or approved when coach-class train accommodations on a foreign rail carrier do not provide adequate sanitation or health standards.

## **6 FAM 147.1-3 Reporting Requirements for First-Class Travel**

*(TL:GS-72; 08-20-2001)*

*(Uniform State/USAID/Commerce/Agriculture)*

First-class train travel that has been authorized under 6 FAM 147.1-2 *subparagraph* (4) above (inadequate sanitation or health standards) need not be reported to GSA. Please refer to 6 FAM 147.2-5 for instructions on reporting all other use of first-class air, train, or steamer travel to GSA.

## **6 FAM 147.1-4 Extra-Fare Train Service**

*(TL:GS-72; 08-20-2001)*

*(Uniform State/USAID/Commerce/Agriculture)*

Coach-class travel by extra-fare trains may be authorized or approved by A/LM/OPS/TTM or its equivalent at other agencies or by mission ambassadors whenever such use is administratively determined to be more advantageous to the U.S. Government or is required for security reasons. The use of National Railroad Passenger Corporation (AMTRAK) Metroliner coach accommodations are considered to be advantageous to the U.S. Government (Metroliner club service is deemed first-class accommodations). First-class accommodations on extra-fare trains in the *United States* or abroad may be authorized only as provided in 6 FAM 147.1-2.

## **6 FAM 147.1-5 Documentation**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

The employee must certify on the travel voucher the reason for using first-class train or steamer accommodations. Attach specific authorization or approval to or state such on the travel voucher and retain it for the record.

## **6 FAM 147.2 Airplanes**

*(TL:GS-63; 10-13-2000)*

*(Uniform State/USAID/Commerce/Agriculture)*

- a. See also 6 FAM 135.
- b. U.S. Government employees who use commercial air carriers for domestic and international travel on official business shall use coach-class airline accommodations. When available, the use of contract air carriers offering discount (city pair) fare is mandatory (see 6 FAM 128.3). First-class air accommodations may be used only as permitted in 6 FAM 147.2-3. Premium-class other than first-class air accommodations may be used only as permitted in 6 FAM 147.2-4.

### **6 FAM 147.2-1 Seat Entitlement**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

Each traveler, regardless of age, is allowed a seat on an airplane.



## 6 FAM 147.2-2 Requirements

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture)

a. **Authorization.** Authorization for the use of premium-class air accommodations shall be made in advance of the actual travel and reflected in the travel orders unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the employee shall obtain written approval from the agency head, or his or her designee, at the earliest possible time. Requests must contain the name, grade, and position of the travelers; points between which premium-class air accommodations are required; additional cost to the U.S. Government resulting from difference between premium-class and coach-class air accommodations; beginning date of travel; and an explanation of circumstances justifying the use of premium-class air accommodations.

b. **Documentation.**

(1) General. The employee shall certify on the travel voucher the reasons for the use of premium-class air accommodations. Specific authorization or approval shall be attached to, or stated on, the travel voucher and retained for the record.

(2) Couriers. A courier who flies first-class when premium-class other than first-class accommodations are not available must complete and sign the certification Form DS-3031, Certification for Use of First-Class Air Accommodations, (see 6 FAM 147 Exhibit 147.2-2). A copy of the certification must be attached to the courier's voucher and the original is to be maintained in the courier's regional office.

(3) In the absence of specific authorization or approval, the employee shall be responsible for all additional costs resulting from the use of premium-class air accommodation. The additional costs shall be the difference between the premium-class air accommodations used and the authorized coach-class or equivalent accommodations.

## 6 FAM 147.2-3 First-Class Travel

(TL:GS-72; 08-20-2001)

(Uniform State/USAID/Commerce/Agriculture)

a. **Authorization or approval.** Authority to authorize or approve the use of first-class air accommodations is limited to the respective agency heads (the Secretary of State, the Administrator of USAID, the Secretary of Commerce, and the Secretary of Agriculture), or their designees:

(1) **USAID:** The Deputy Administrator has been delegated authority for approval of first-class travel;

(2) **Commerce:** The secretarial officer has been delegated authority for approval of first-class travel. Use of first-class air accommodations may be authorized when one or more of the criteria in *paragraph b* are met.

b. **Use of first-class accommodations.** Circumstances justifying the use of first-class air accommodations are limited to those listed below:

(1) No other reasonably available accommodations. The use of first-class air accommodations may be authorized or approved when coach-class air accommodations or premium-class other than first-class air accommodations are not reasonably available. "Not reasonably available" means no other class of accommodations other than first-class accommodations is available on any schedule flight in time to accomplish the purpose of the official travel.

(2) Regularly scheduled flights provide only first-class air accommodations. The use of first-class air accommodations may be authorized or approved when regularly scheduled flights between the authorized origin and destination points (including connecting points) provide only first-class air accommodations, and the employee certifies this circumstance on the travel voucher.

(3) Travel by an employee with a disability. The use of first-class air accommodations may be authorized or approved when necessary to accommodate an employee's disability or other physical impairment and the employee's condition and need for first-class air accommodations are substantiated in writing by M/DGP/MED or the regional medical officer or other competent medical authority. The use of first-class air accommodations also may be authorized for an attendant(s) who is authorized to accompany the employee, when the employee is authorized first-class air accommodations and M/DGP/MED or the regional medical officer or other competent medical authority certifies in writing that the employee's disability or other physical impairment requires the services of the attendant(s) en route.

(4) Security reasons. The use of first-class air accommodations may be authorized or approved when exceptional security circumstances require such travel. Exceptional security circumstances include, but are not limited to:

(a) Travel by couriers or control officers accompanying controlled pouches or packages when premium-class other than first-class air accommodations is not available; or

(b) Travel by agents in charge of protective details accompanying first-class travelers.

c. **Reporting requirements for first-class travel.** Each authorizing official shall submit to the Department (A/LM/OPS/TTM), no later than 30 days after the end of the fiscal year, a report of all first-class travel authorized by the official during the fiscal year, in accordance with the procedures set forth in 6 FAM 147.2-5.

## **6 FAM 147.2-4 Premium-Class Travel Other Than First-Class**

*(TL:GS-63; 10-13-2000)*

*(Uniform State/USAID/Commerce/Agriculture)*

a. **Authorization or approval.** Premium-class other than first-class (e.g., business-class) air accommodations may be authorized only with the approval from the following officials:

(1) **STATE:** The executive director of the funding bureau or office or designee;

(2) **USAID:** The Chief of the Travel and Transportation Division, (M/AS/TT), the director of the funding bureau, office, or mission or designee;

(3) **COMMERCE:** Secretarial officers through USFSC/OIO/OFSP;

(4) **USDA/FAS:** The Administrator, Foreign Agricultural Service; and

(5) **APHIS:** The Assistant Secretary for Marketing and Inspection Service.

b. **Justification.** Circumstances justifying the use of premium-class other than first-class air accommodations are limited to those listed below.

(1) Coach-class air accommodations not available. The use of premium-class other than first-class air accommodations may be authorized or approved when regularly scheduled flights between the authorized origin and destination points (including connection points) provide only premium-class air accommodations, and the employee certifies this circumstance on the travel voucher.

(2) No space available in coach-class air accommodations. The use of premium-class other than first-class air accommodations may be authorized or approved when space is not available in coach-class accommodations on any scheduled flight in time to accomplish the purpose of the official travel.

(3) Travel by an employee with a disability. The use of premium-class other than first-class air accommodations may be authorized or approved when necessary to accommodate an employee's disability or other physical impairment, and the employee's condition is substantiated in writing by M/DGP/MED or the regional medical officer or other competent medical authority. The use of premium-class other than first-class air accommodations also may be authorized for an attendant(s), who is authorized to accompany the employee, when the employee is authorized use of premium-class other than first-class air accommodations and when M/DGP/MED or the regional medical officer or other competent medical authority certifies that the employee's disability or other physical impairment requires the services of the attendant(s) en route.

(4) Security or exceptional circumstances. The use of premium-class other than first-class air accommodations may be authorized or approved when such accommodations are required for security purposes or because exceptional circumstances, as determined by the agency head, or his or her designee, make their use essential to the successful performance of the agency's mission.

**NOTE:** Exceptional circumstances may include but are not limited to:

(1) An ambassador and accompanying eligible family members going to post for the first time or leaving from post the last time, in accordance with protocol and diplomatic practice for an ambassador; or

(2) The spouse and accompanying eligible family members of the ambassador may travel to post separately for the first time or leave from post separately for the last time, in accordance with protocol and diplomatic practice for the spouse of the an ambassador.

(Eligible family members must either accompany the ambassador or the ambassador's spouse at the time of travel.)

(5) Inadequate foreign carrier coach-class air accommodations. The use of premium-class other than first-class air accommodations may be authorized or approved when coach-class air accommodations on foreign carriers do not provide adequate sanitation or health standards, and the use of foreign flag air carrier service is approved in accordance with the Fly America Act (see 6 FAM 135).

(6) Overall cost savings. The use of premium-class other than first-class air accommodations may be authorized or approved when such accommodations would result in an overall savings to the U.S. Government based on economic considerations, such as the avoidance of additional subsistence costs, overtime, or lost productive time that would be incurred while awaiting availability of coach-class air accommodations.

(7) Travel in excess of 14 hours:

(a) For TDY travel: The use of premium-class other than first-class airline accommodations may be authorized or approved when, on temporary duty travel (TDY), the traveler, because of the urgency of the mission, must be ready to conduct business without the benefit of a rest stop. Travel must be direct between authorized origin and destination points, which are separated by several time zones, and either the origin or destination point is outside the continental United States (CONUS), and the scheduled flight time (including stopovers, not including rest stop) is in excess of 14 hours. When this authority is exercised, an employee shall not be eligible for a rest stop en route or a rest period upon arrival at the duty station.

(b) For PCS Travel: The use of premium-class other than first-class airline accommodations may not be authorized or approved for travel in excess of 14 hours when travel is performed on Permanent Change of Station (PCS) authorization, as travel is not considered urgent, and the employee need not be ready to perform work immediately upon arrival at final destination. This will not preclude the authorization or approval of PCS travel for exceptions as provided elsewhere in 6 FAM 147.2-4, paragraph b.

(8) Use of frequent traveler benefits. The use of premium-class other than first-class air accommodations may be authorized or approved when obtained as an accommodations upgrade through the redemption of frequent traveler benefits for which see 6 FAM 144.2.

(9) Acceptance of payment from non-Federal source. The use of premium-class other than first-class air accommodations may be authorized or approved when the employee's transportation is paid in full through agency acceptance of payment from a non-Federal source as otherwise authorized by law or regulation.

## **6 FAM 147.2-5 Procedures for Reporting Use of First-Class Travel**

*(TL:GS-63; 10-13-2000)*

*(Uniform State/USAID/Commerce/Agriculture)*

a. Reporting requirements for first-class travel. Each authorizing official shall submit to the Department (A/LM/OPS/TTM), no later than 30 days after the end of the fiscal year, a report of all first-class commercial travel (i.e., airplanes, trains, steamers) authorized during the fiscal year. The Department (A/LM/OPS/TTM) shall submit to the General Services Administration (GSA), no later than 60 days after the end of each fiscal year, a compiled record of all first-class travel authorized during the fiscal year. Reports on travel on U.S. Government aircraft are covered in 6 FAM 129.6.

b. The rules provided below govern data collection, submission requirements, reporting procedures, and exceptions.

(1) Data Collection. Each authorizing official shall collect the following data for each instance a U.S. Government employee uses first-class accommodations (i.e., by airplane, train, steamer):

(a) Mode of Travel (i.e., airline, vessel, or train);

(b) Name of traveler;

(c) Origin and destination points;

(d) Beginning date of travel;

(e) Purpose of travel (i.e., site visit, information meeting, training attendance, speech or presentation, conference attendance, relocation, entitlement travel, special mission travel, emergency travel, or other travel purposes);

(f) Circumstances justifying use of first-class accommodations (i.e., no other reasonably available accommodations, regularly scheduled flights provide only first-class accommodations, travel by an employee with a disability, or security reasons);

(g) Actual first-class accommodations fare; and

(h) Coach-class accommodations fare for the actual route used.

(2) In addition, each post or mission shall submit the name and phone number of a contact who may be reached for further information.

c. **State Only:** For Washington, DC Headquarters: The Department (A/LM/OPS/TTM) will compile the records and submit the report (floppy disk with cover letter) to the General Service Administration (GSA), in accordance with the guidelines as provided in section 301-3.3(e)(2) of the Federal Travel Regulations. A/LM/OPS/TTM must submit the report to GSA no later than 60 days after the end of the fiscal year in which the first-class travel was performed.

## **6 FAM 147.3 Limitation on Air Shipment of Alcoholic Beverages**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

Alcoholic beverages within the free entry import limitations prescribed by the Treasury Department must accompany the traveler and may not be shipped as unaccompanied baggage (see also 6 FAM 168.3-1, paragraph c).

## **6 FAM 148 BAGGAGE**

### **6 FAM 148.1 Personal Luggage**

*(TL:GS-63; 10-13-2000)*  
*(Uniform State/USAID/Commerce/Agriculture)*

The weight and amount of personal luggage authorized is determined by whether the travel commences on a U.S. flag carrier or a foreign-flag carrier.

#### **6 FAM 148.1-1 When Travel Commences on U.S.-Flag Carriers**

*(TL:GS-63; 10-13-2000)*  
*(Uniform State/USAID/Commerce/Agriculture)*

Travelers on U.S. flag carriers, on all domestic and international flights, and for all classes of accommodations are authorized two-checked pieces of luggage, not to exceed 31.8 kilograms (kgs) or 70 pounds (lbs.) per piece (for a total of 63.3-kgs or 140-lbs.). If the traveler is required to change to a foreign-flag carrier en route to his or her destination and is assessed excess baggage charges, the charges are to be recorded as a miscellaneous expense on his or her travel voucher. A receipt for the excess baggage charges must be submitted with the travel voucher.

#### **6 FAM 148.1-2 When Travel Commences on Foreign Carriers**

*(TL:GS-63; 10-13-2000)*  
*(Uniform State/USAID/Commerce/Agriculture)*

Most foreign carriers permit 20-kgs or 44-lbs. for each economy-class passenger and 30-kgs or 66-lbs. for each first-class passenger. Travelers are authorized the local, checked-luggage standard for first-class passengers. The GEBAT (government excess baggage authorization) may be issued to the traveler to pay the additional 10-kgs or 22-lbs. difference. Charges for any weight above the first-class allowance are not reimbursable.

#### **6 FAM 148.1-3 Additional Excess Luggage Option**

*(TL:GS-63; 10-13-2000)*  
*(Uniform State/USAID/Commerce/Agriculture)*

a. Air travelers on home leave round-trip orders may elect to carry one additional accompanying bag not to exceed 31.8-kgs or 70-lbs, in lieu of using the unaccompanied baggage allowance (see 6 FAM 148.2) on either the inbound portion or the outbound portion of the travel or both. (All family members must select the same option, either selecting the additional excess luggage or selecting the unaccompanied baggage allowance.)

b. Excess luggage in amounts greater than those described above is allowable if specifically approved in the travel authorization or amendment.

## **6 FAM 148.1-4 Excess Luggage Not Allowed**

*(TL:GS-63; 10-13-2000)*

*(Uniform State/USAID/Commerce/Agriculture)*

Excess luggage is not authorized at U.S. Government expense for rest and recuperation travel, family visitation travel, or emergency visitation travel. For medical travel, see 3 FAM.

## **6 FAM 148.2 Unaccompanied Air Baggage (UAB)**

### **6 FAM 148.2-1 UAB Authorization and Weight Allowance**

*(TL:GS-63; 10-13-2000)*

*(Uniform State/USAID/Commerce/Agriculture)*

a. An unaccompanied air baggage weight allowance for employees and their eligible family members authorized to travel is granted according to the following schedule unless otherwise prohibited by regulations:

<b>Gross Weight</b>	<b>kilograms</b>	<b>pounds</b>
First person traveling	113	250
Second person traveling	91	200
Third person traveling	68	150
Fourth or more persons traveling	45	100
Chiefs of mission (to posts only)	454	1,000

b. The unaccompanied baggage weight allowance is in addition to the household effects weight allowance shown in 6 FAM 163. Unaccompanied baggage may be shipped as air freight by the most direct route between authorized points of origin and destination, regardless of the modes of travel used.

c. Unaccompanied baggage is considered to be personal belongings needed by the traveler upon arrival at his or her destination. Therefore, the transportation of unaccompanied baggage shall be initiated promptly, preferably in advance of the traveler's departure. Shipment of UAB must be initiated within 30 days of the last traveler's at arrival at post. Unaccompanied baggage shipped from the losing post is limited to the traveler's unaccompanied baggage weight authorization. Unaccompanied baggage shipped to the gaining post is limited to the traveler's unaccompanied baggage weight authorization.



d. Chiefs of mission may be authorized an additional 454-kgs or 1,000-lbs. of unaccompanied air freight for those representational items needed immediately upon arrival. This weight allowance is not authorized upon resignation or return to the United States. The household effects limited shipment will be reduced from 5,443-kgs or 12,000-lbs. net to 4,990-kgs or 11,000-lbs. net.

e. Unaccompanied baggage is not authorized for TDY travel unless specifically authorized in the travel authorization or when such TDY travel is in conjunction with travel on direct transfer, home leave, or home leave and transfer, in which case unaccompanied baggage may be shipped between points specified in such authorization.

f. This weight allowance is not applicable for a newborn child when an employee is granted a layette weight allowance in accordance with 6 FAM 148.3. In such cases, the normal increase in the unaccompanied baggage allowance will be effective when the next travel authorization is used authorizing travel of the family.

g. Unaccompanied air baggage is authorized for travel against the separate maintenance allowance (SMA) travel authorization.

h. Packed items of air freight may not exceed the following standard measurements and weights: 1.27 cubic meters or 15 cubic feet, 1.524 meters or 60 linear inches or 136.36 kilograms or 300 pounds per carton. The chief of transportation may authorize exceptions to these standards.

i. For shipment of UAB on a cost constructive basis, see 6 FAM 162.3, paragraph c.

## **6 FAM 148.2-2 Recommended Unaccompanied Air Baggage (UAB)**

*(TL:GS-63; 10-13-2000)*

*(Uniform State/USAID/Commerce/Agriculture)*

a. For the UAB shipment, the employee should consider only those items that will be required immediately upon arrival, such as clothing, toiletries, pots, pans, unbreakable dishes, sheets, blankets, and essential light housekeeping articles. Air freight is not meant to include large household items such as furniture, room-sized rugs, TV sets, major appliances, or any item which does not fit easily into the cargo hold of an airplane. Fragile items, which may be damaged by rough loading and unloading, should not be sent by air freight. Claims for damaged electronic items will not be accepted.

b. UAB shipments are measured by gross weight. Gross weight is the net weight of the shipment plus any outside containers and bracing required by the packers or airlines. It is recommended that 5-10 pounds per box in the UAB be allowed for this purpose. If the weight limit is exceeded, the employee must resolve the overweight problem or pay for the excess before the shipment will be moved.

c. If the employee does not use the entire air freight allowance, the unused weight allowance may be added to the HHE shipment.

## **6 FAM 148.3 Shipment of a Layette**

*(TL:GS-63; 10-13-2000)*

*(Uniform State/USAID/Commerce/Agriculture)*

a. A separate and distinct air freight weight allowance for the shipment of a layette may be authorized in an amount not to exceed 113-kgs or 250-lbs. gross weight for a newborn infant or adopted child less than five years of age who is an eligible family member of an employee assigned to a post where suitable layettes are unavailable locally and must be obtained in the United States or elsewhere.

b. A layette, for the purposes of this weight allowance, shall be considered to consist of clothing, blankets, and other items of equipment and furnishings directly related to the care and feeding of a child (for example, crib, baby chair, playpen, car seat, etc.). Foodstuffs with the exception of milk, formula, and commercial baby food may not be shipped under this allowance.

c. An air shipment may commence 120 days before the expected birth, but no later than 60 days after the birth of a child. For an adopted child, an air shipment should commence no later than 60 days after the adoption. The time limitations specified in 6 FAM 133.2 are not applicable to this allowance. On subsequent travel involving authorization for transportation of air freight, the family and new child will receive weight allowances as set forth in 6 FAM 148.2.

d. Travel authorizations for State Department personnel may be amended to include authorization for the layette shipment. The request for amendment should be cabled to the attention of PER/CDA/ASD certifying that the post has determined suitable layettes are not available locally (see 6 FAM 121.2-1, paragraph f (2) (e)).

e. Layette shipments for Commerce should be sent to USFCS/OIO/OFSP.

## **6 FAM 148.4 Alcoholic Beverages**

*(TL:GS-63; 10-13-2000)*

*(Uniform State/USAID/Commerce/Agriculture)*

Alcoholic beverages within the free entry import limitations prescribed by the Treasury Department must accompany the traveler and may not be shipped as unaccompanied baggage (see also 6 FAM 168.3).

## **6 FAM 149 DOMESTIC RELOCATION ALLOWANCE**

### **6 FAM 149.1 Scope**

*(TL:GS-63; 10-13-2000)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Applies to Foreign Service Only)*

a. This section pertains to Foreign Service personnel who are transferred from a domestic duty station to a location abroad, and who after completing the assignment abroad, are assigned to a domestic duty station in a different city (see the Federal Travel Regulations (FTR) 302-6.1).

b. This allowance is intended to permit reimbursement of certain travel and transportation expenses incident to domestic relocation incurred by Foreign Service personnel for travel and transportation expenses for which other employees of the U.S. Government receive reimbursement under 5 U.S.C. 5724(a).

### **6 FAM 149.2 Applicability**

*(TL:GS-63; 10-13-2000)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Applies to Foreign Service Only)*

a. These regulations apply to all U.S. citizen Foreign Service personnel of the Department of State, USAID, Commerce, and Agriculture, including those employees transferring to public agencies and institutions and private non-profit organizations. New appointees in any of the aforementioned agencies are excluded from coverage under these regulations when transferring within the United States on their initial assignment (see FTR 302-1.2).

b. The interpretation of these regulations is the responsibility of the Transportation and Travel Management Division (A/LM/OPS/TTM).

## **6 FAM 149.3 Eligibility Criteria**

*(TL:GS-63; 10-13-2000)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Applies to Foreign Service Only)*

a. Before any obligation of U.S. Government funds is incurred under these regulations, employees must have executed a one-year continued service agreement.

b. Notwithstanding the provisions of the continued service agreement, appropriate management officials of the foreign affairs agencies may waive in whole or in part any right of recovery in accordance with 3 FAM.

## **6 FAM 149.4 Domestic Relocation Weight Allowances and Other Allowances**

*(TL:GS-63; 10-13-2000)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Applies to Foreign Service Only)*

Relocation expenses authorized as given in the following sections.

### **6 FAM 149.4-1 Travel Expenses for Employee and Family**

*(TL:GS-63; 10-13-2000)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Applies to Foreign Service Only)*

The methods for computation for per diem, mileage, and/or common carrier costs are found in the Federal Travel Regulations (FTR) chapter 302-2.

### **6 FAM 149.4-2 Miscellaneous Expense Allowance**

*(TL:GS-63; 10-13-2000)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Applies to Foreign Service Only)*

The type of costs covered and method for computing this allowance are found in the Federal Travel Regulations (FTR) chapter 302-3.

### **6 FAM 149.4-3 House-Hunting Trip**

*(TL:GS-63; 10-13-2000)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Applies to Foreign Service Only)*

See the Federal Travel Regulations (FTR) chapter 302-4.

### **6 FAM 149.4-4 Temporary Quarters Allowance**

*(TL:GS-63; 10-13-2000)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Applies to Foreign Service Only)*

The items covered and the method for computing this allowance are found in the Federal Travel Regulations (FTR) chapter 302-5.

### **6 FAM 149.4-5 Residence Transaction Expenses**

*(TL:GS-63; 10-13-2000)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Applies to Foreign Service Only)*

The items covered and the amount allowed for this allowance are found in the Federal Travel Regulations (FTR) chapter 302-6.

### **6 FAM 149.4-6 Transportation of Mobile Home**

*(TL:GS-63; 10-13-2000)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Applies to Foreign Service Only)*

See the Federal Travel Regulations (FTR) chapter 302-7.

### **6 FAM 149.4-7 Transportation and Temporary Storage of Effects**

*(TL:GS-63; 10-13-2000)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Applies to Foreign Service Only)*

Maximum weight limitations for shipment and storage of effects are as authorized in 6 FAM 148 and 6 FAM 163. Transportation services are to be provided by appropriate transportation offices of the foreign affairs agencies. Temporary storage for household effects authorized under these regulations will be for 90 days.

## **6 FAM 149.4-8 Non-temporary Storage of Household Effects**

*(TL:GS-63; 10-13-2000)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Applies to Foreign Service Only)*

The 6 FAM 177 applies whenever non-temporary storage of household effects is required.

**6 FAM 147 Exhibit 147.2-2**  
**DS-3031, CERTIFICATION FOR USE OF FIRST-  
CLASS AIR ACCOMMODATIONS**

(TL:GS-63; 10-13-2000)



U.S. DEPARTMENT OF STATE  
**CERTIFICATION FOR USE OF  
FIRST-CLASS AIR ACCOMMODATIONS**

*(For use by couriers or control officers accompanying controlled pouches or packages)*

\_\_\_\_\_  
*Date (mm-dd-yyyy)*

I certify that on \_\_\_\_\_ while accompanying diplomatic pouches, and in  
*Date (mm-dd-yyyy)*  
the interest of the United States Government, I traveled in first-class air  
accommodations on \_\_\_\_\_ because premium-class  
*(Airline and Flight Number)*  
other than first-class seating was not available on this flight.

I understand a false certification can result not only in administrative action but  
criminal prosecution for fraud.

\_\_\_\_\_  
*(Courier Signature)*

**Instructions:**

1. Courier fill out and sign form
2. Attach copy to courier's voucher
3. Courier's Regional Office maintains original

**DS-3031  
10-2000**